

**CURRENT VACANCIES as of**  
***October 2019***  
**For COMMISSIONER-APPOINTED**  
**BOARDS, COMMITTEES & COMMISSIONS**

The Charles County Commissioners are seeking County residents to fill vacancies on the following Boards, Committees & Commissions:

- **Adult Public Guardianship Review Board**
- **Alarm Review Board**
- **Animal Matters Hearing Board**
- **Area Council on Aging**
- **Board of Appeals (*Application Deadline November 30, 2019*)**
- **Board of Social Services**
- **Business Development Loan Fund for Women, Minorities and Veterans**
- **Commission for Women**
- **Commission for Veterans Affairs**
- **Commission of Future Leaders *Newly Formed***
- **Disability Review Board (Charles County Pension/Sheriff Disability Pension)**
- **Drug and Alcohol Abuse Council (Charles County)**
- **Ethics Commission**
- **Gaming Permit Review Board**
- **Historic Preservation Commission**
- **Library Board of Trustees**
- **LOSAP**
- **Mental Health Advisory Committee**
- **Planning Commission (*Application Deadline November 30, 2019*)**
- **Property Tax Assessment Appeal Board**
- **Tri-County Animal Shelter Advisory Committee**

Applications are available on the Charles County Government website at <http://www.charlescounty.org/apps/citizenadvisory/public/enterApplication.jsp> or by contacting Carol DeSoto, Senior Commissioner Specialist at 301-645-0691 or e-mail [desotoc@charlescountymd.gov](mailto:desotoc@charlescountymd.gov). *A separate application must be submitted for each membership to which you wish to apply.*

**POSITIONS REMAIN OPEN UNTIL FILLED**

### **New:**

On the **Newly Formed Commission of Future Leaders** for High School Students, College Students and Recent College Graduates who have received their degree within the last five (5) years. This Commission has been formed to identify programs and services needed for youth in Charles County; to raise awareness of issues effecting young and emerging adults; to serve as a conduit between County Government and the Community; to advocate for programs, education and legislation that directly affect young and emerging adults; and to serve as active leaders in their community focusing on research, community meetings, surveys, etc. This Commission will meet once a month and, in accordance with applicable law, utilize technology to support meeting dates and times so that meetings may occur in alternate forums besides the County Government Building. Members will serve two-year terms (staggered terms during the initial formation).

### **Other Vacancy/Vacancies:**

On the **Adult Public Guardianship Review Board** for a Doctor, a Registered Pharmacist, and a Psychiatrist. The Board provides impartial oversight of the care and services provided for the individuals under public guardianship; reviews the status of health and welfare of these persons; and makes recommendations as to whether guardianship should be continued as established, modified, or terminated. The Board meets twice a year and as needed for emergency situations. Members serve 4-year terms.

On the **Alarm Review Board** for a Local Alarm Business Representative. The Board was established by Ordinance No. 98-48 to encourage alarm users and alarm businesses to maintain operational reliability and to properly use alarm systems to reduce/or eliminate false alarm dispatch requests. The Alarm Review Board will conduct periodic reviews of false alarm records and formal hearings to consider evidence presented by interested parties regarding appeals from fines and/or other charges relating to installation or operation of an alarm system. The Board meets as needed.

On the **Animal Matters Hearing Board** for at large members and a person who is knowledgeable of veterinarian practices. The task of the Animal Matters Hearing Board is to hear and decide upon receipt of a written complaint or request from a person receiving a violation notice, to conduct a public hearing after due notice to determine whether violations of these regulations have occurred and whether a person subject to an order of the Board has complied with that order. The Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 6:30 pm. Members serve 4-year terms.

On the **Area Council on Aging** for citizen members from both the senior community over the age of 60 and citizens at large; Members serve 4-year terms. The Council promotes the welfare and betterment of senior citizens of Charles County by working actively and cooperatively within the community; develops awareness and understanding of problems and concerns; and develops community support for programs designed to benefit and support the senior citizen population. The Council meets monthly on the second Thursday at 9:30 am.

On the **Board of Appeals**. The Board of Appeals is made up 5 members and an alternate, appointed by the County Commissioners. Members are appointed for staggered terms of 4 years. The members are citizen planners as they are chosen from all walks of life and typically do not have any formal training prior to their appointment. The County Commissioners are given the authority to appoint the Board of Appeals by the Land Use Article of the Annotated Code of Maryland. This article also defines

the role & responsibility for the Board. It specifies that the Board hears appeals of the zoning and land use decisions of the County Government, requests for approval of special exceptions, and requests for approval of variances. Meetings are the 2nd & 4th Tuesday of each month. Meetings are held in the Commissioners Meeting Room of the County Government Building. **All applicants must complete the State of Maryland online training course for Planning Commission/Board of Appeals members. You will find this online course at:**

**<http://planning.maryland.gov/YourPart/EducationWelcome.shtml> In order for your application to be considered you must complete this online course and send a copy of your certificate of completion, along with a completed application by November 30, 2019.**

On the **Board of Social Services** for citizen members. The Board of Social Services is tasked with dealing with policies, programs, and problems of the local Department of Social Services and Public Assistance administration. This board meets the 3<sup>rd</sup> Monday of the month at 7:00 pm.

On the **Business Development Loan Fund for Women, Minorities, and Veterans** for a Finance/Banking member and a Marketing member. This Committee serves as an advisory review body for reviewing and approving loans to eligible businesses under the procedures of the Disadvantaged Loan Fund. The Committee meets only when applications are received on an as needed basis.

On the **Commission for Women** for citizen members. The Commission serves as a referral agency for women needing assistance; support and encourage volunteer programs of benefit to women; Publicize activities and services of interest to women; encourage educational and job training opportunities for women; Promote public forums on women's needs and problems; publicize newly passed legislation that affects women; promote continuing equal opportunity in education, employment, sports, and health care; focus on current family issues; and operate at all times and in all matters as a non-political, non-partisan commission. Members serve 4-year terms.

On the **Commission for Veterans Affairs** for veteran members. This 13-member Commission will establish a consistent avenue of communication for our veteran community so Charles County can better understand and address their needs. Members will be sought from our county veterans, various veteran organizations and any organizations affiliated with and/or supporting veteran's needs.

On the **Disability Review Boards** for citizen members. These Boards are tasked with accepting and reviewing applications in accordance with the Charles County Pension Plan and the Sheriff Disability Pension Plan and deciding as to the extent of disability and benefit payment in accordance with the Plan. The Board meets only when applications are received. Members serve four-year terms.

On the **Drug and Alcohol Abuse Council (Charles County)** for citizen members and members who work in area of substance abuse, prevention and treatment. The Council establishes and implement plans, strategies and priorities for alcohol and drug abuse evaluation, prevention and treatment services in Charles County.

On the **Ethics Commission** for citizen members. The responsibilities of this Board are to devise, receive and maintain all forms generated by the Charles County Code, Chapter 170, Code of Ethics; to provide published advisory opinions to persons subject to the aforementioned code as to the applicability of the provisions; to investigate, process and make determinations as to complaints filed alleging violation of the aforementioned code; and to conduct a public information program regarding the purpose and application of the aforementioned code. The Board meets at least quarterly and currently monthly at 7:00 pm in the County Government Building. Members serve four-year terms.

On the **Gaming Permit Review Board** for citizen members and members with experience in area of fundraising. The Gaming Permit Review Board accepts and reviews applications for permits for gaming

events in Charles County and recommends approval or disapproval to the County Commissioners. The Board meets quarterly before the quarter begins. Members serve 4-year terms.

On the **Historic Preservation Commission** for citizen members. The Commission will recommend properties for local historic landmark designation, review exterior changes to locally designated landmarks, and support documentation of historic resources throughout Charles County. Applicant must possess interest or training in history, architectural history, archeology, historic preservation, landscape design, or related field. The Board meets quarterly. Members serve 3-year terms. Commission meets in the evenings.

On the **Library Board of Trustees** for citizen members. The task of the Board is to deal with all aspects of the library, including services, staff, rules and regulations and other functions for the proper delivery of library services. The Board meets on the first Thursday of each month at 5:00 p.m. Members serve four-year terms

On the **Length of Service Award Program (LOSAP) Board** for citizen members. This board was established to oversee the LOSAP which qualifies active volunteer members of the Charles County Volunteer Fire Companies, Volunteer Rescue Squads, Volunteer Mobile Intensive Care Units and Volunteer Dive Rescue Units for monthly payments based on the years of volunteer service rendered to the County through the above-mentioned organizations. Members serve three-year terms.

On the **Mental Health Advisory Committee** for citizen members. The task of the Mental Health Advisory Committee is to review and make recommendations regarding services and facilities for mental health programs in Charles County. The Mental Health Advisory Committee is responsible for reviewing and recommending services and facilities for mental health programs in the County. Members serve three-year terms. Meetings are held on the third Wednesday of each month at 9 a.m. at the Charles County Department of Health, White Plains.

On the **Planning Commission** for citizen members for a 4-year term. The members are "citizen planners" as they are chosen from all walks of life. As such, formal planning experience or training is not required. The Planning Commission is involved in the drafting and implementation of the Comprehensive Plan, makes recommendations on re-zoning requests and is the approval authority for subdivision of property in the County. Board members receive a stipend. Meetings are held twice monthly on Monday evenings at 6:00 pm. ***All applicants must complete the State of Maryland online training course for Planning Commission/Board of Appeals members. You will find this online course at:***

<https://planning.maryland.gov/Pages/YourPart/EducationWelcome.aspx>

At the bottom on this page under the Course Materials heading, click on the first link "Log into Education Site". You will be asked to enter your email address and password as a new user. It's free. **For your application to be considered you must complete this online course and send a copy of your certificate of completion, along with a completed application by November 30, 2019.**

On the Governor's **Property Tax Assessment Appeal Board**. The Commissioners nominate citizens for the Governor's consideration. The Board hears appeals from Charles County property owners who disagree with the values assessed by the State Department of Assessments and Taxation, and appeals concerning local tax credits, local taxes, and other local tax matters. The Board meets approximately 1 to 2 times per month on Wednesdays. Terms are 5 years. In addition to completing a Charles County online Application, you must complete a Governor' online application: <https://governor.maryland.gov/wp-content/uploads/2015/10/Application-Form.pdf>.

On the **Tri-County Animal Shelter Advisory Committee** for citizen members. The Committee advises the Board of Commissioners relative to the service rendered by the Tri-Co Animal Shelter to the citizens of

the Charles, Calvert and St. Mary's counties. This Committee is advisory only and does not have any policy making or regulatory powers. The Committee meets three (3) times per year and more as needed.